

*Time Management Contract*

Goals for Time Management	Action Plan for Meeting these Goals
1.	1.
2.	2.
3.	3.

Time frame to meet goal #1: \_\_\_\_\_  
Time frame to meet goal #2: \_\_\_\_\_  
Time frame to meet goal #3: \_\_\_\_\_

On this date I will reassess my time management skills and make changes accordingly:

\_\_\_\_\_

I, \_\_\_\_\_, will follow the strategies I've outlined to improve my time management so that I get done what needs to get done without sacrificing personal health.

I will be meeting with the time management consultant for accountability to this contract:

YES    NO